

**Saskatchewan Health Information Management Association
In-Person Meeting
St.Paul's Hospital
Saskatoon**

Saturday October 24th, 2009

**In Attendance: Linda Perrier, Amanda Helmeczi, Kathy Braaten, Melissa
Jesney, Almir Muhamedagic, and Blaire Johnson
Regrets: Donne Deutscher, Lana Lee Ferguson**

1. Call to Order

The meeting was called to order at 10:10 am.

2. Approval of Agenda

**Melissa Jesney made a motion to approve the agenda. Seconded by Almir
Muhamedagic. Carried**

3. Approval of Minutes; August 15th, 2009

No additions or corrections. **Amanda Helmeczi made a motion to accept the
minutes from the August 15th, 2009 meeting. Seconded by Blaire Johnson.
Carried**

4. Executive Reports

4.1 President – See Linda's attached report. **Report place on file.**

4.2 Past President – See Melissa's attached report. **Report placed on file.**

4.3 President-Elect – See Kathy's attached report. **Report placed on file.**

4.4 Secretary-Treasurer – See Blaire's attached report which includes the
Financial statement for October 17th, 2009. **Report placed on file.**

4.5 Publication, Publicity and Public Relations – See Amanda's attached
report. **Report placed on file.**

4.6 Professional Development – See Donna's attached report. **Report
placed on file.**

4.7 Convention Planning – No report available at this time

5. Old Business

5.1 SHIMA Website Update – See Almir's attached report. **Report Place
on File.**

We discussed sending emails to the members vs. the zone reps regarding
job postings or membership renewal. It seems that the members don't
always get the information we send to the zone reps.

Melissa is going to put together a letter that can be sent to regions to inform them we have a website they can post there jobs on.

Amanda was going to take a look at the job posting fees and see if we could make some changes to them to include a fee for sending out email notifications of the job.

Almir suggested we put together a descriptive paragraph for our career page explaining where you can get jobs, etc. because we don't get very many postings so it seems to empty a lot.

Almir is also looking for pictures from the convention. Blaire was going to ask Sharon if she had any. Amanda was also going to get in touch with Nina to see if she took any pictures.

5.2 Clarity Conferencing

Melissa explained to the new executive what clarity conferencing was all about. This is more cost effective than SaskTel. Blaire questioned if we had used it for our meetings yet or just for that demo, as we have only ever paid \$2.32. Melissa was going to look into this to see if we used it for our teleconference in April 09.

5.3 Education

Last year the education session we tried to put together didn't work because it wasn't going to count for credits. Now that most of the executive is in Saskatoon it might be easier to put a session together, as it is a lot of work. Melissa looked into the fees for hosting the webex and it would cost approx. \$150.00 for 200 seats. We need to look at topics and make sure they will count for credits before we start planning another session. Also will there be fees for this from the presenters?

5.4 Promoting our Profession

This is off to a good start with introducing the HI&T week contest. Amanda is contacting the newspaper in Lloydminster. There is also an article by Nina and Cathy on the website. We need to get out in facilities and the province. Lana and Amanda from Yorkton are willing to help promote our profession and travel a bit if necessary. Look into when career fairs are scheduled. We are also still a member of community radio in Regina which Amanda was going to look into to see what it's all about.

5.5 Display Board

Last term Charity had contacted Todd Huber of Creative Display in Regina. He suggested a retractable display. One is the Banner Bug at 33 inches for \$675.00 and the other is PAL2 at 32 ½ inches for \$525.00. The graphic design is an additional \$127.50 to \$255.00 per banner depending on the complexity. Linda had gone to Staples and they have tri-fold out display boards 48 inches wide and 33 inches high. The foam one is \$18.75 and the cardboard one is \$12.98. We could also get our logo laminated on a hard foam board for about \$70.00 or put on a plaque at a higher cost. Amanda is going to check with print shops in Lloydminster. Also in a merchandise catalogue she has there are display boards which are half the cost of Creative Display. If Amanda doesn't find a better deal than Creative Display we will purchase the Banner Bug. We decided to have the logo with pictures relating to health records and computers. Also, the banner should have "Specialists in Reliable Health Information" printed on it. Almir suggested we could also purchase the tri-fold display board from Staples which could be replaced in a couple of years since the cost is low.

6 New Business

6.1 Goals and Objectives

Linda stated that the main goals are promoting our profession and having an education session for the members. Kathy stated she also wants us to help set the ground work for the EHR and making our website known.

6.2 Convention Planning Recruitment

Linda talked about the members she had contacted and Melissa had sent out a notice to the membership via the zone reps. Almir had posted a request on the website. Lana Lee Ferguson has accepted and Amanda Jakubowski will be one person on the committee. Melissa will send a letter to the membership via the zone reps informing them Lana Lee has accepted and the convention will be in Yorkton. Lana was wondering if the convention date is set in stone and if we want a one or two day convention. We decided we want the convention to stay in September and perhaps we could have a 1 ½ day convention with the AGM on the Friday morning and have a luncheon speaker to wrap Friday up. Linda will give these suggestions to Lana Lee, but she can make the decision.

6.3 HI&T Week

Linda and Melissa came up with criteria for the contest. Melissa sent out this contest information to the membership via the zone reps. The criteria include educational content, uniqueness, promotion, attendance, display and was there an activity or event each day. The members wanting to participate are to send a

report and pictures to us by December 1 for judging. We discussed different prizes, but decided on a cash prize for 1st, 2nd, and 3rd. Kathy moved we have cash prizes of \$100.00 for 1st, \$50.00 for 2nd, and \$25.00 for 3rd. Amanda seconded. Melissa will inform the members via the zone reps next Monday of the prizes to give them incentive to participate.

6.4 Merchandise

We discussed different items we could purchase. Amanda is going to review the catalogues she has and decide on 5 or 6 different items and send us her ideas for approval. We have pens and magnets in stock. Some suggestions were travel mugs, coffee mugs, bags, book marks, laniers, jackets, and t-shirts. We decided to just have the clothes for conventions instead of having a large quantity on hand.

6.5 Fund Raising

We will be receiving money from CHIMA for helping with the convention last June. Decided if we have a good assortment of merchandise items we can bring in funds. The merchandise will be posted on the website to advertise. If the sales are not profitable than we will have to look at other ways for fund raising. We are going to look at increasing our membership fees which would be brought to the AGM in September. We haven't increased our fees for a long time. Melissa has checked with some of the other provincial associations and we are lower. Perhaps we can increase to \$50.00 next year and then \$55.00 the following year. We can explain to the membership that we have lower fees than other provinces and since they don't want to assist with fund raising then we have to increase the fees to keep our association going.

7. Other Business

Linda is going to check with Donna to see if we need more pins for the Alice Rublee Award.

Linda informed the executive about the number of credits we receive for participating in HIM events. We receive one credit for helping with HI&T week, 5 for being on the SHIMA executive, 2 for being on a SHIMA committee, and 1 per session of a career fair with a maximum of 6 for the same presentation.

8. Date of Next Meeting

The next meeting will be a teleconference either in January or February, 2010.

9. Adjournment

Linda adjourned the meeting at 12:30 p.m